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Exercise A



The Scene:

- It is a warm sunny Monday morning.
 - Students are arriving at school, entering the building and following their Monday morning routine.

10:00 am:

 Mr. Doe walks into the school through the main entrance. He is the father of Johnny Doe and the staff in the main office recognize him and let him into the building.

10:01am:

Mr. Doe walks towards
 Johnny's classroom.
 Bypassing the main office.

10:03am:

Mr. Doe knocks on the door.
 The teacher lets him in knowing that he is Johnny's father.

10:04am:

- Mr. Doe walks into the classroom. He tells Johnny to come with him. Johnny seems very concerned and reluctant to go with his father.
 - When Johnny doesn't walk toward him, Mr. Doe pulls out a gun and demands that he leaves with him.



10:06am:

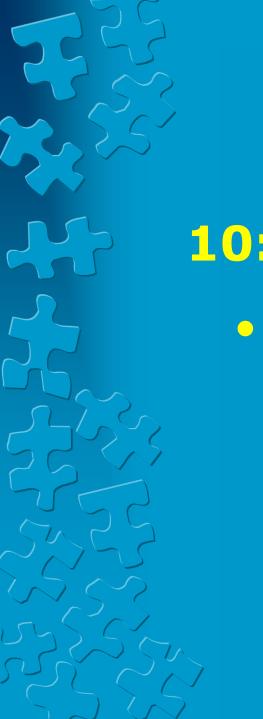
- Mr. Doe points the gun at the other students in the classroom as Johnny walks over to him.
- Mr. Doe pulls Johnny and they leave the classroom.

10:07am:

 Gun shots are heard throughout the school.

10:10am:

 A lockdown is called over the public address system.



10:15am:

• The fire alarm goes off.

Debrief

- Incident Commander
- Command Post
- Communication with:
 - Law enforcement
 - Emergency Responders
 - Teachers/staff
 - Parents
- Time frame for emergency responders
- Can you silence fire alarm and bells?

- Does law enforcement have labeled school floor plans and maps?
- Have emergency responders conducted a walk through of your school?
- How will emergency responders get into your school?
- Do you use a color code system?
- Where will emergency responders' units be staged?
 - Police
 - Fire
 - EMS (Ambulances)

Media

- Who speaks to the media on behalf of the school?
- Where will they be staged?
- Parents
 - Where will you stage parents?
 - How will you keep them informed, calm and under control?
 - What is the process for releasing students to parents? How does the process work?
 - Relocation Site



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Exercise B



Scenario

The Scene:

- It is a warm sunny Tuesday morning.
- All school activities are running as usual.
 - The school is expecting a large delivery today.



 Students are eating lunch or outside in the playground.

11:45am:

 A truck pulls around to the back of the school to make a delivery.

11:46am:

- As the driver backs into the parking lot he hits a natural gas pipe causing it to leak.
- There is no fire or explosion but the gas begin to leak into the school through open classroom windows.
 - The driver leaves the truck where it is and runs from the area due to fear of explosion.

11:48am:

 The gas is leaking into a room where the students and teachers are beginning to feel the effects from the fumes.

11:49am:

 The teacher evacuates the students but leaves the door open.

11:52am:

 A teacher in a nearby room begins to smell the gas and calls the office.



Additionally

- The exit door next to the gas leak is used by several classrooms for evacuation.
 - Natural gas is highly explosive and no equipment can be used that might cause a spark, including a public address system.

12:15pm:

News media begins to arrive at the school.

12:25pm:

 Parents begin to call and arrive at the school.

12:30pm:

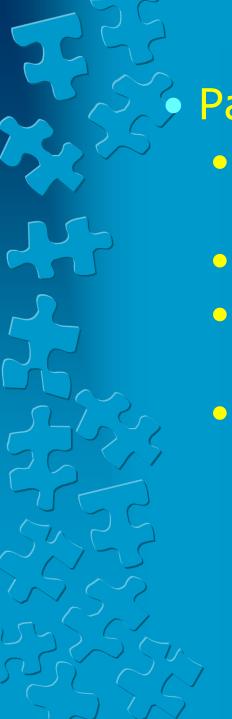
 Some of the students and teachers are saying they feel sick.



Debrief

- Alternative evacuation routes?
- Alternative evacuation locations?
- Communicating with:
 - Law enforcement
 - Emergency Responders
 - Teachers/staff
 - Parents

- Do floor plans and maps identify shut off valves? Photos?
- Where will emergency responders' units be staged?
 - Police
 - Fire
 - HazMat
 - EMS (Ambulances)
 - Where will the media be staged?



Parents

- Do they know where you will relocate?
- Where will you stage parents?
- How will you keep them informed, calm and under control?
- What is the process for releasing students to parents? How does the process work?
 - Relocation Site



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Exercise C



Scenario

The Scene:

- It is a cool day in the Spring.
 - You have multiple classes going on field trips for the day.



- All classes board the appropriate buses for their field trips.
 - Trenton (State House, Old Barracks and State Museum)
 - Flat Rock Brook Nature Center
 - Liberty Science Center

9am-10am:

Classes arrive at their appropriate destination.

11:30am:

Classes stop to have a bag lunch at their respective locations.

11:35am:

 During lunch someone notices that a student is missing.

11:38am:

 After doing multiple role calls and checking the bathrooms Ashley C. is missing.

11:40am:

- Sara a friend of Ashley's says that she saw Ashley petting a dog before the group went to have lunch.
- No other student or adult saw Ashley with a dog or can recall the last time they saw her.



- A call is made to the school to inform the principal of the crisis.
- The principal is at a School Leadership Meeting.



Additionally

- Ashley's sister Megan is on one of the other class trips.
- Buses are scheduled to return to school by 2pm.



Debrief

- Do you have plans, procedures and policies for field trips?
- Incident Commander
 - Alternate people identified
- How will you notify parents and the media?
- Communication